

Air Force Club Scholarship Program Tips FY01

(*Sponsored in part by First USA Bank)

- **Prepare a 1-page fact sheet to hand out or mail locally to members inquiring about the program. Use information listed in HQ AFSVA/SVI message 150810Z Feb 01, and Club Scholarship Eligibility Rules located on the Agencies Web Page (<http://www-p.afsv.af.mil>), under "Clubs."**
- **Work with local marketing staff to engineer a solid plan to publicize the program.**
- **Use winning Air Force and base-level essays from the calendar year 2000 scholarship competition, as examples. They are also located on the Agency Web Page under "Clubs."**
- **With unit leadership approval, appoint a base-level panel to review scholarship essay contest entrants and select two base-level nominations to forward to HQ AFSVA/SVICO**
- **Minimize the scope of text submissions, i.e., each nomination package (personal information and essay) should not exceed two pages single-spaced with double spacing between paragraphs. The essay must not be more than 500 words excluding the heading.**
- **When evaluating essays, concentrate on: "How well is the essay theme described and/or reinforced?" "How well does the essay presentation portray originality and/or inspire confidence in the Air Force and Air Force clubs?"**
- **Acknowledge receipt of all essay competition submissions, and advise each one competing for the scholarship that the base will notify them of nomination selection/nonselection when the base-level competition has been decided.**
- **Since competition is open to the entire membership, clubs are encouraged to offer base-level competition participants/winners promotional incentives, i.e., meal coupons, merchandise discounts, prizes, etc.**
- **Keep the following key dates in mind:**
 - Cutoff date for submissions to base: 15 Jul 01**
 - Cutoff date for receiving the two (2) base-level nominations at HQ AFSVA/SVICO is 10 Aug 01 (means bases must allow sufficient mailing time in advance of that date or use an overnight mail service).**
 - HQ AFSVA will announce all three (3) scholarship winners by 1 Oct 01.**
 - Once HQ AFSVA has announced the three scholarship winners, bases should notify all non-selected nominees and thank them for their participation.**

***No Federal Endorsement of sponsor intended.**